



We build strong kids, strong families, strong communities.

YMCA OF GREATER VANCOUVER
TONG LOUIE FAMILY YMCA
POSITION DESCRIPTION

SUPERVISOR Sullivan, South Surrey, Southwind Langley, North Langley
REPORTS TO: DIRECTOR

POSITION PURPOSE

The Day Camp Supervisor provides significant leadership to YMCA camps and is responsible for: coordinating and delivering all programs occurring at camp; coordinating, supervising and evaluating all staff and volunteers, actively involved in staff training; maintaining an open and clear communication system with parents and staff.

Camp Supervisor at Camp Southwind is required to provide leadership during the Thursday night sleep over, meals and related activities.

GENERAL DUTIES AND RESPONSIBILITIES

YMCA Camps programming is based on the building of a camp community. The camp community is intended to be supportive of all members and provide opportunities for growth and learning for all members. Staff at YMCA Camps are not only part of the camp community, but also guide campers in understanding what it means to be a part of a YMCA Camp. This is accomplished in a number of ways, including:

- Role modeling appropriate behaviours.
- Role modeling respectful and caring relationships with staff and campers.
- Understanding that each staff member’s role in the camp community is to serve our clients (campers) and to assist other staff in serving campers.
- Understanding that the greater good of our client’s experience must be at the forefront in every decision made.
- Teach and role model the core values of the YMCA.
- Read, understand, teach and enforce the policies of the YMCA and YMCA Camps.

SPECIFIC DUTIES AND RESPONSIBILITIES

As a member of the senior staff team, the Camp Supervisor is expected to:

- Provide leadership and role modeling to all staff.
- Provide supervision for staff.
- Provide regular oral and written feedback to staff.
- Attend and participate in senior staff meetings as required.
- Assist in leading the YMCA Camps staff training.

The Camp Supervisor is also expected to:

- Draw on prior experience to provide specific situational support to individual staff members.
- Nurture staff members in such a manner to ensure the greatest possible productivity and to create a caring camp community.
- Ensure the program is being delivered as it is scheduled, to a high standard and in keeping with program policies outlined in the staff manual.
- Complete administrative duties related to managing staff (time sheets, and evaluation).
- Ensure that all staff in their section are aware of and complete their various administrative duties.
- Complete administrative duties related to managing a large group of campers (group lists, staff assignments, medical forms, sign in and out sheets etc.).
- Protect the assets of the YMCA. Specifically, the Camp Supervisor ensures that staff are familiar with and follow policies and procedures outlined in staff manuals.
- The Camp Supervisor may be asked to assist in duties not listed above. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.



QUALIFICATIONS/EXPERIENCE

- Current Standard First Aid and CPR-C.
- Prior camp experience or significant experience working with children and youth.
- Class 4 Drivers License and asset
- Participation in 100% of YMCA Camps staff training.
- Leadership experience

COMPETENCIES

- Coaching and Development: Commits to assisting participants, volunteers, staff and self in continuous learning and development.
- Quality Focus: Ensures that success criteria for self, staff, and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- Commitment to Organization Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, outcomes and values of the YMCA. Articulates the uniqueness and holistic nature of the YMCA and seeks opportunities to fulfill its mission.
- Leadership: Motivates and inspires self and others to take action to achieve desired outcomes.
- Relationship Building and Collaboration: Builds positive interactions both internally and externally to achieve work related goals.
- Service Attitude/Customer Focus: Identifies needs and wants of members/participants as a priority and responds in an effective and timely manner to enhance each person's YMCA experience.
- Self Management: Ability to direct personal performance to achieve desired results.
- Teamwork: Ability to work effectively with others to achieve optimal collective results.
- Flexibility/Managing Change: Ability to know environment and initiate effective response to changing conditions.
- Commitment to Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

POSITION DESCRIPTION SIGN-OFF

My signature on this document indicates that I have read, understand and agree with the position as it has been described above. I understand that as part of obtaining a position with the YMCA of Greater Vancouver I will also be required to sign a staff agreement, complete a criminal record check (the results of which may affect my suitability for this job) and read, understand and agree to abide by any relevant YMCA policies. These will be supplied to me by the hiring manager (or delegate) prior to the commencement of my duties or over the course of a pre-established training period.

If under the age of 19, parental/guardian signature must be obtained on this document prior to the commencement of your duties.

Signature:

Signature of Parent/Guardian:

Print Name:

Print Name:

Date:

Date:

